



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON-MICHIGAN
44370 N. Jefferson
Selfridge, Michigan 48045-4941

ANNOUNCEMENT NUMBER 40-05

SEASONAL (March 01 – Dec 01) PART TIME

DUTY SCHEDULE: IRREGULAR

OPENS: August 24, 2005
CLOSES: September 7, 2005

TITLE: COOK LEADER, NL-7404-08

AGENCY: U.S. Army Garrison-Michigan (SANG)

LOCATION: MWR FUND, Themed Operations – **Mulligan's**
Selfridge ANG Base, MI 48045

SALARY RANGE: \$15.60- \$18.20 ph

DUTIES:

SUPERVISORY CONTROLS: Works under the supervision of the activity manager who issues instructions on work sequences, procedures, methods, and deadlines, and relies on the incumbent to assure that work assignments are carried out by other members of the group. Supervisor is available to provide information or decisions regarding problems that may arise during work. Overall work operations are reviewed for status and progress, causes of delays, quality, and results achieved.

MAJOR DUTIES: Serves as working leader of 3 or more employees in accomplishing trades and labor work. The highest level of non-supervisory work led is Cook, NA-7404-08.

Passes on to other workers instructions received from supervisor, and starts work (e.g., by assigning the immediate tasks to be performed by individual members of the group led). Insures that needed equipment, supplies, and materials are available. Sees to it that there is enough work to keep everyone in work crew busy. Checks work in progress and when finished for compliance with supervisor's instructions on work sequence, procedures, methods, and deadlines. Urges or advises other employees to follow supervisor's instructions and to meet deadlines. Demonstrates proper work methods. Answers workers' questions regarding procedures, policies, and instructions. Obtains needed information or decisions from the supervisor on problems that come up during the work. Provides information to supervisor on status and progress of work, causes of delays, and overall operations. Assures that safety and sanitation rules are followed.

Works along with other workers, setting the pace performing non-supervisory work of the same kind as that done by the group led.

Uses a full range of quantity cooking and baking procedures from the common or frequently used to the new or complex recipes for catered events in different locations and Mulligan's.

Independently prepares all types of meats, poultry, seafood, vegetables, sauces, gravies, and baked goods (including cakes, cookies, pies, buns, biscuits and rolls) by following standardized recipes at different levels of difficulty. On a daily basis, assignments may include preparing a number of menu items for one meal (usually four or more). Plans and coordinates a variety of steps to ensure all items are ready for serving at the same time. Uses special or difficult recipes involving many steps, ingredients, or lengthy preparation time e.g. Creole shrimp, sweet and sour

pork, spaghetti sauce. Examines all food for quality and freshness before preparation. Makes substitutions and adjustments in food preparation procedures and seasonings to make food more attractive and to improve taste. Makes modifications to recipes for ingredient quantities, number of servings, and size of equipment available.

Directs and provides technical guidance, as required, to lower graded personnel. Monitors preparation of menu items by lower grade cooks and reviews menus and standardized recipes to ensure food items are made correctly. Cleans utensils and equipment after use, observes established safety procedures, and keeps the work area clean and tidy. Responsible for scheduling employees. Takes inventory to determine ordering requirement. Responsible for ordering food.

May be assigned the responsibility of mobile sales truck. Ensures food prepared in the truck meet the sanitation regulations and that truck is maintained in a clean and sanitary manner.

Performs other related duties as assigned.

SKILLS AND KNOWLEDGE: Possess thorough knowledge of the full range of food preparation principles including the techniques and procedures necessary to develop new or revise current recipes. Skill to plan, coordinates, and time the sequences of steps needed to have menu items ready for serving at mealtime without overcooking or waste. Knowledge of related procedures to work in large quantities. Incumbent also applies skills necessary to overcome practical production problems, evaluate final food products, and initiate corrective action when an item does not meet established quality standards. Ability to adjust recipes according to the number of servings needed, e.g., when recipe shows four pounds of rice are needed for 50 servings, incumbent knows to prepare 16 pounds of rice for 200 servings. Employee is skilled in the use of bakery tools and equipment, including powered machines. Knowledge of the characteristic of various raw and cooked foods in order to determine when raw materials are fresh and to judge the final product by its color, consistency, temperature, odor and taste. Skill to provide technical guidance to lower graded personnel. Applies knowledge of special and modified diets. Broad knowledge of sanitation regulations and proper food protection procedures.

RESPONSIBILITY: Incumbent works under the direction of supervisor who establishes daily work assignments and who provides general instructions. Employee analyzes and corrects production problems independently and coordinates the cooking process for food items assigned directly. Coordinates the cooking of items prepared by other cooks at one or more work centers. Within the framework of accepted methods, recipes and established procedures, the employee makes decisions regarding recipe adjustments for the number of servings and size of equipment to use. Incumbent decides when food items are done and on occasions, recommends changes or adjustments in recipes for improvement of flavor, texture, and appearance. May work alone in cooking small quantities, e.g., later suppers for a few persons, or in cooking breakfast, or in baking items. Work is subject to spot checks by supervisor for compliance with instructions and emergency changes, established work methods, and accepted cooking practices, for quality flavor, appearance of prepared foods and sanitary requirements, and proper use of food service equipment.

PHYSICAL EFFORT: The work involves frequent stooping, reaching, pushing, pulling, and bending. Required to frequently lift or move objects weighing up to 40 pounds, e.g., utensils or containers of food. Work also involves continual standing and walking. Occasional lifting of over 40 pounds with assistance of lifting devices or other workers, e.g., pans of meat, if required.

WORKING CONDITIONS: Kitchens are often uncomfortably warm and noisy. At times, incumbent is exposed to steam, fumes, and odors from cooking. There is danger of falling on floors that have been freshly mopped or where food has been spilled. There is some danger of burns from steam or hot foods and cuts from knives and electrical utensils, and machines. Exposed to extremes in temperatures when entering walk-in refrigerators from a warm kitchen. Observes established safety procedures and use of protective items to reduce dangers from cited

conditions.

CONDITIONS OF EMPLOYMENT: Satisfactory completion of all pre-employment background checks in accordance with AR 215-3, 2-13., h., and i., to include a National Agency check are required. Electronic Fund is Transfer (EFT) is mandatory.

WHO MAY APPLY: Any qualified person who meets the qualification requirements below.

QUALIFICATION REQUIREMENTS: A favorable security check is required. One year experience in duties described above.

HOW TO APPLY: 1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433) or submit a Resume. The announcement number **40-05** must be written in block number (3) of the DA 3433 or written on your resume. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.

2. Applicants with prior military service must attach DD Form 214 to the application. Military Spouses who are eligible for Spouse Employment Preference must attach a copy of their sponsor's PCS Orders

3. Attach copies of all college transcripts to the application.

4. Attach all forms together and mail or deliver to the following address by COB on Sept 7, 2005:

U.S. Army Garrison-Michigan (Selfridge)
Non-Appropriated Fund Human Resource Office
PECP-NCR-G/NAF, Bldg 970, Room 107
44370 N. Jefferson
Selfridge ANG Base, MI 48045
Phone Number (586) 307-5691/5701
Fax Number: (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES
ARE EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING
PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND
APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT
PREFERENCE MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF
SPONSOR'S PCS ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT
PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED
A DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP
ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE
EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED
AND PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE
ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A
REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND
HIRING PROCESS, PLEASE NOTIFY THE SERVICING CIVILIAN PERSONNEL UNIT.

REQUESTS FOR REASONABLE ACCOMMODATION ARE MADE ON A CASE BY CASE BASIS.